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IHC-M-1
1 May 1968

UNITED STATES INTELLIGENCE BOARD
INTELLIGENCE INFORMATION HANDLING COMMITTEE

Minutes of First Meeting, 24 April 1968

Members or Representatives Present

Chairman -
DIA -
CIA -
NSA -
State -
Army -
Navy -
Air Force -
FBI -
AEC -
Secretary -

Others Present

CIA -

DIA -
State -
FBI -
DDR&E -
NSF -
IHC/SS -

1. Approval of Minutes. Minutes of CODIB Meeting 101 (CODIB-M-101, 18 April 1968) were approved subject to the following changes:

Page 3, para 2.K., last line, delete current use and insert: "...the use of current intelligence analysts."

Page 4, line 2, to read: "...that DIA could not maintain it in COINS unless NSA provides it in COINS."

GROUP I

Excluded from automatic
downgrading and
declassification.

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Page 4, para n., last line, change 1969 to 1968.

2. Proposal for Biographic Index Symposium.

25X1 a. The Chairman distributed a proposal by [] CIA, for a two-day symposium on personality name indexes (See Attachment 1). He commended [] for his initiative and felt that the proposal was a good one and should be carried out. He further indicated that decisions regarding the agenda for the symposium and how many could attend from each agency should be left to []. The IHC Support Staff will provide the necessary administrative support. ([] has been designated as the IHC/SS point of contact).

X1 b. In response to queries, [] indicated that the clearance level would be SECRET and that the size of the physical facility requires that attendance be limited to a total of forty. Furthermore, he hoped that attendees would be actively involved in name check (searching) operations or system planning so that a mutually beneficial exchange of ideas would result.

25X1 c. [] stated that Navy would like to be included in the Symposium. [] felt that all of the military departments and DIA should be included. The Chairman agreed. 25X1 [] indicated that State would like to send at least three people.

25X1 d. [] indicated that he would appreciate suggestions for the agenda and requested that any such suggestions be given to him direct []. 25

3. Organization of the Intelligence Information Handling Committee and Support Staff.

a. A list of the members and alternates designated by the member agencies was distributed (See Attachment 2). The Chairman then circulated a draft memorandum for USIB, Subject: Organization of the Intelligence Information Handling Committee (IHC), dated 22 April 1968 (See Attachment 3). He stated that all earlier drafts of subject memo should be destroyed. He indicated that he would like to get this out to USIB for a telephone vote next week and requested that any comments or corrections be telephoned to him by the end of the week.

25X1 b. [] felt that IHC should not be hasty to establish Subcommittees but rather should utilize an ad hoc structure until the need for a subcommittee is demonstrated or

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clarified. He felt that at the present time there should be only two subcommittees, i.e., R&D and training. He thought that standardization and system design should be handled by ad hoc groups at least for the present. He did not agree that the chairmen of subcommittees should be members of the Support Staff, but rather should be the best qualified persons available. He felt also that the tour of duty on the Support Staff should be limited to two years.

c. The Chairman said he felt very strongly that the chairmen of all subcommittees of the IHC now or in the future should be selected from members of the Support Staff when qualified personnel exist on the Staff or can be made available to it. If qualified personnel are not on the Staff, then and only then should the Chairman come from outside the staff. He agreed in principle with a two-year tour on the Support Staff. He felt that Subcommittees on R&D and System Design were necessary now.

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d. [] strongly supported the chairman's position that Subcommittee chairmen should be on the Support Staff whenever possible so that full time could be devoted to the business of the subcommittees. He further felt that the Subcommittee on System Design was the key element in the whole IHC operation.

e. In response to the Chairman's questions, [] reviewed the history of the CODIB Subcommittee on Standardization. He indicated that by its Charter it was limited to consideration of standardization problems referred to it by COINS or by CODIB. So far, no problems have been referred to it ^{by} COINS or by CODIB, so the subcommittee has not been active except for an initial meeting.

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f. [] felt that the Subcommittee on R&D should develop an R&D program. In this respect he noted that in the April 22nd paper the statement on the responsibilities of the R&D Subcommittee was weaker than in the R&D statement in the paper on Objectives for Information Handling (Tab A to Memorandum for Holders of USIB-D-39.1/3, 27 March 1968). [] agreed to provide the Chairman some specific wording changes to the draft paper. He agreed that a subcommittee on training was needed and that the need for a subcommittee on standardization now was questionable.

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g. [] agreed that there appears to be little need at present for a standardization subcommittee. [] agreed that a subcommittee on education was needed. [] could foresee great difficulty in obtaining data on information science training in Army field organizations and felt that insofar as Army was concerned there was little need for a subcommittee on education.

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h. The Chairman at this point distributed a paper prepared by [] on the Initial Tasks of the IHC and its Support Staff (See Attachment 4). The Chairman asked for initial reaction to the paper but indicated that detailed discussion would be held at the next meeting.

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i. [] agreed that we must implement the statements made in the reply to NSAM-368 but wondered what the mechanism would be. The Chairman indicated that paragraph 9 of his 22 April paper (Attachment 3) gave a partial answer. In addition, he proposed to allocate the responsibilities for experiments to the agencies as executive agents. Furthermore, he would have a member of the Support Staff assigned the functions of planning and programs officer.

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j. Returning to para. 7 of the 22 April paper, Mr. [] indicated agreement to discontinue the CODIB Subcommittee on F/Pubs but would like to see an ad hoc group on procurement of hard-to-get publications. The Chairman stated that in his opinion the coordination of such procurement should be put squarely on the back of CIA where it belongs. How CIA does the job, i.e., through a working group or committee, etc., should be left up to them.

k. The Chairman again requested that further comments on subject paper be telephoned to him by the end of the week.

4. Reply to NSAM-368. The Chairman reported briefly on a meeting with PFIAB on 12 April, which he had attended with the DCI, at which time they discussed the draft response to NSAM-368. The Chairman of PFIAB wanted to know when PFIAB would be given the specifics of a plan for an intelligence community system. He was told that such a plan would be provided in about six months. This has now been confirmed in a letter to the Chairman of PFIAB from the DCI. The Chairman (IHC) stated that in view of the above commitment, it is imperative that the IHC and its Support Staff get organized as a matter of first priority. He requested the State, DIA, CIA and NSA members to meet with him on Wednesday, May 1st, to discuss personnel for the Support Staff.

5. COINS Management System. The Chairman referred to a Memorandum from the DCI to USIB, Subject: The Community On-Line Intelligence System (COINS) Experiment, dated 11 April (circulated as Attachment to USIB-D-39.1/9, 11 April 1968). This memo requests the Director of NSA to appoint a manager for the COINS Experiment, requests the participating agencies to appoint managers

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of their portions of the COINS Experiment to act as sub-system managers under the general guidance of the manager of the COINS Experiment, and designates General Taylor as the DCI's representative to keep him informed on all COINS matters. General Taylor commented that the manager will be attached to the office of DIRNSA and it is expected that he will work full time on COINS. The sub-system managers will be members of the management system and will replace the present members of the COINS Working Group [called the COINS Committee in the COINS papers]. General Taylor indicated that a paper relating to COINS management has been drafted for the signatures of the DCI and DIRNSA. When it is signed, it will be made available to the IHC members.

6. COINS Semi-Annual Report.

a. The Chairman referred to a draft of the COINS semi-annual report (IHC-D-113.4/10) which had been sent to the COINS representatives in the agencies for comment. He requested the IHC members to expedite return of the agency comments to [] so that it can be put in final form in time to send a copy to PFIAB before May 1st.

b. [] felt that the draft report contained far too much detail and could be improved considerably by deleting the "unnecessary portions." [] elaborated on the portions that could be deleted.

c. The Chairman said that [] of PFIAB, who had been given a short updated summary of the previous semi-annual report, had called to ask when the detailed report would be available. The Chairman felt that the detail contained in this report was necessary in order to satisfy []. He referred again to the meeting of 12 April with PFIAB and said that the Chairman of PFIAB wanted to make sure that the reply to NSAM-368 contained a detailed COINS report and the complete training report (USIB-D-39.7/28, 4 April 1968). [Note: The completed COINS Semi-Annual Report, IHC-D-113.4/10, 31 March 1968 was distributed on 30 April and a copy was included in Attachment B to the reply to NSAM-368.]

7. COINS Evaluation. The Chairman referred to the last meeting of CODIB in which [] had inquired about the possibility of using the COINS evaluation system to evaluate agency ADP systems. He then quoted a response from the Evaluation Panel as contained in the minutes of its 4 April meeting as follows:

"Except for the effects of competing agency system activity on performance of the COINS system, the study of agency systems is outside the purview of the COINS Evaluation Panel. Although it would be pleased to have its data-gathering and data-analysis methods used by agencies in

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studies of their own systems, the panel believes that inquiries concerning the possibility should be deferred until the methods have been fully developed, approved, and tested out in practice for a brief period; and that such inquiries could more appropriately be made by a higher level body."

8. USIB File & Program Catalog System (FPCS).

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a. [] referred to a wire message from DIA dated 5 April which stated:

"The February edition of the FPCS will not be published. The next issue of the FPCS will be published in May 68. In the future updates of the FPCS will be published every six months in May and November."

He pointed out that the schedule approved by USIB called for quarterly updates based on agency submissions on 1 February, 1 May, 1 August and 1 November of each year. (USIB-D-39.7/19, 7 September 1966, approved 30 September 1966). He felt that any change in the approved schedule should receive IHC/USIB approval. He also noted that USIB had called for a comprehensive evaluation of the FPCS at the end of the first year of operation. The first USIB FPCS catalogs were published at the end of 1967 based on 1 November 1967 inputs. Thus, an evaluation will be necessary before the end of 1968.

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b. [] observed that the catalogs noted above were not very useable because the code sheets had not included the organization codes for any agencies outside of the DoD family.

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c. [] stated that the change in schedule was necessary to reduce the cost of printing. There are eight volumes to each issue of the FPCS catalogs. At the Chairman's request he agreed to investigate the situation respecting the change in schedule and report at the subsequent meeting.

9. Publications of Interest.

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a. [] drew attention to a recent publication, Subject: Data Processing Courses at Colleges & Universities, by the Data Processing Management Association, 505 Busse Highway Park Ridge, Illinois, 60068. It lists all of the colleges and universities in the U. S. which offer courses in data processing and indicates the type of courses and the degrees offered. (A copy is on file in the IHC Support Staff).

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b. [] said that anyone interested in education should see an article by L. Constantine in the February 1968 issue of "Computers in America."

10. Next Meeting. The next meeting of IHC will be held on Wednesday, 8 May 1968 at 10:00 A.M. in Room 2E62, CIA Headquarters.

[]

Executive Secretary

Attachments:
1 through 4, as stated.

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BIOGRAPHIC INDEX SYMPOSIUM

1. CIA suggests sponsoring a 2-day symposium on personality name indexes during the week of 17 June 1968 at Rosslyn.

2. The purpose of the symposium is twofold: to bring interested agencies up-to-date on each others progress and plans, and to acquaint systems planners with some of the major practical and technical considerations in dealing with either manual or automated name indexes. Specifically, the purpose is to exchange experience as appropriate, and to look at the current technology and related costs in various approaches to automation, within the context of checking name indexes. Most emphatically, the purpose is not to compare the virtues of one system over another, nor sell automation as the necessary answer to all problems, nor to worry over the variety of uses to which the product of the index search is put. The stress is to be on methodology at the index level.

3. The total number of full-time participants is limited to 40. We seek people who are actively engaged in systems planning and name index operations, normally ranging from GS-9 to GS-15 or military equivalent.

4. The suggested format would be to have each agency, or component within an agency with a major name search role, to give a report on its functional requirements in name search, its status and plans. Each presentation not to exceed 30 minutes. These reports would be interleaved with technical sessions of interest to the majority. A tentative list of the technical sessions follows, with suggested speakers named or agency participation indicated:

a. Use of the Social Security number as an identifier in either manual or machine systems

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b. Name recording and searching phenomena in manual indexes, such as reporting, transmission phonetics, transcription, filing, and transliteration.

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c. Structuring of names; examples of language forms and traditions related to priority domestic and foreign target areas: Soviet, Chinese, Southeast Asian, Spanish. (Panel: NSA, CIA reps.)

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d. Data conversion from manual index to computer systems:

(1) Conversion costs and considerations (COSATI rep.)

(2) Synchronization of computer and manual data bases during interim phases (CIA rep.)

(3) Panel discussion (Holabird, NSA, CIA, COSATI reps.)

e. Telecommunications in automated name index searching: identification of problem areas including degree of need for data element standardization in format and terminology (Panel: Holabird, CIA, NSA reps.)

f. A system development concept - illustration of a multi-purpose production system designed to provide tangible dividends during development phases [] - CIA)

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g. Standardize phonetic coding systems (Panel: [] NSA, ICNS rep., [] - CIA, [] - R&S Co.)

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h. Input, maintenance and output processes - the human/organizational factors relating to computer systems (Panel: COSATI, rep., CIA, NSA, Holabird, reps.)

i. Presentation of known (proven) technology re. input and output devices (COSATI rep.)

j. Survey of computer file organization and search strategy alternatives related to size, nature and response requirements of large name indexes [] Recording and Statistical Co.
NOTE: Gottman participated in the CODIB Task Team V effort while in the Navy, is now a cleared consultant with an overall, unbiased expertise in index automation.)

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5. It is assumed from informal discussion that the following organizations will wish to attend, and/or nominate speakers for the technical sessions:

Central Intelligence Agency
Civil Service Commission
Defense Intelligence Agency
DoD Central Index (Holabird representing the combined name check interests Army, Navy, Air)
Federal Bureau of Investigation
Immigration & Naturalization Service
Justice - Organized Crime Division
National Security Agency
Secret Service
State Department

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ATTACHMENT 1

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6. The suggested list of technical sessions and speakers is based on our limited knowledge of the interests of the majority in specific topics, and the expertise of individuals in the Community to speak on these topics. Suggestions are welcome.

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Approved For Release 2005/02/14 : CIA-RDP79B00314A000300070007-5

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